**MEDICAL RESEARCH**

This document is for reference only. Applications will only be accepted via our online system.

**BEFORE YOU BEGIN**  
Please refer to the helpful advice provided [here](https://ianpotter.sfo2.cdn.digitaloceanspaces.com/public/BBGM-links/IPF_University-_Online-help_July-2022.docx) to assist you to more easily complete your application.

When completing your application, please do not walk away from your computer without saving your work first, as if the system times out or the internet drops out you will lose your data.

We also suggest you work in a Word document and copy the data from the Word document into the application template.  
  
You may also like to refer to our [Privacy Policy.](http://www.ianpotter.org.au/privacy-policy/)  
  
Note that The Ian Potter Foundation prioritises applications with evidence of collaboration. Please ensure that you have alternative providers of funding, and that your application clearly considers any possible grant from the Foundation in this context. We are unlikely to fund 100% of a project cost.

**IMPORTANT**  
Please take note of the closing date provided to you. We will not make exceptions for anyone trying to submit after 5:00pm AEST on the closing date. Applications and all requirements must be submitted online with the following exception. Refer to the *Attachments* section for full details of all requirements.

You will receive notification of the outcome of your application be email within four months of the funding round closing date.  
  
**ABOUT YOUR ORGANISATION**

**\***Required before final submission.

**\*Organisation / Institute / Faculty / Centre name**

If your organisation is not a university, please enter your organisation name as per ABR entry.

If you are applying from a university e.g. Faculty of Medicine, Nursing and Health Science, please write

*University Name: Medicine, Nursing and Health Sciences* (this helps us to link your request to historical requests made by your faculty).

If you are applying from a Research Centre the format should be *University Name: Centre Name*

**Applicant Organisation – AKA** (acronym, trading name, former name)

Some organisations are known more commonly by a trading name. If your organisation uses a trading name please check that it is listed with your Entity Name on the [Australian Business Register](http://www.abr.business.gov.au/).

Acronyms are the abbreviation formed by the initial letters of words e.g. The Ian Potter Foundation - IPF. If an acronym applies to your organisation please include it here.

**\*Australian Business Number** (ABN)

**\*Applicant organisation name**

Exactly as per your ABN – Refer to the [Australian Business Register](http://abr.business.gov.au/SearchByAbn.aspx?SearchText=17%20165%20086%20395)

**Please select your organisation's type:**

Your organisation's type is noted on the [Australian Business Register](http://www.abr.business.gov.au/) or on your organisation's Notice of endorsement for charity tax concessions (TCC)   
If your organisation is a State Government entity you will need to provide us with a letter from the Australian Taxation Office stating that but for its connection with government your organisation would be a charity and a tax exempt entity.

Select One:

- Charitable Fund

- Charity

- Health Promotion Charity

- Public Benevolent Institution

- Government Entity

**\***Organisation Street Address / City / Suburb / Town – **Please use capital letters**

**\***State / Postcode / Telephone / Organisation email / Web address

**ORGANISATION'S PRIMARY CONTACT DETAILS**

**i.e. Head of Organisation (CEO or equivalent or the Research or Grants Office contact)**  
Universities please note that the Foundation works with a specific contact person in each university. You must [contact your university research office](https://ianpotter.sfo2.cdn.digitaloceanspaces.com/public/BBGM-links/March-2022_Universities-Research-office-contacts.xlsx) to discuss this submission in advance of completing this application form.

**NOTE:** if more than one application is being submitted by your university a letter will need to be provided by the university ranking the applications in order of priority. Refer to the Attachments section.

**\***Full name / Position title

**\***Gender

**\***Email / Telephone / Mobile

**Describe the work of your organisation/faculty/centre/research institution, addressing each of the following**:

**\*1**. Please provide a brief description of the work of your organisation/faculty/centre or research institution. 200 words

**\*2**. Please provide an overview of your organisational structure, CEO and senior management team.

- Include the webpage URL for your organisation structure if available. 100 words

**\*3.** Who is the Dean of your Faculty and/or Head of Department (or equivalent)?

**4.** If you are applying from a university who is your current Vice-Chancellor?

**\*5.** Board Members (if applicable) Not required if your organisation is a university.

- Include the organisation webpage URL for Board member details if available.

- Provide brief details of the Chair of the Board i.e. relevant qualifications, time in role etc.

**6.** Provide the URL / link to your current **audited and signed** Financial Report.

If you are unable to provide the URL you MUST include the Financial Report as an attachment.

**7.** Provide details of any significant organisational or financial information that has impacted on your organisation and/or faculty/centre/research institution since your most recent Annual Report and audited financial statement.

This may include changes in funding, structure or size; changes in strategic direction or research priorities, acquired property or other. 150 words

**8.** Provide the URL / link to your current Annual Report.

If you are unable to provide the URL you must include the Annual Report as an attachment.

**REQUEST DETAILS**

**Primary Contact for Project**

**\***Full name / Position Title

**\***Gender

**\***Email / Telephone / Mobile

Please check the box if you are of Aboriginal or Torres Strait Islander origin

**\*1. Project title:** 15 words

**\*2. Describe your proposed project**, clearly stating what you want to do with the funds.

Please provide a brief statement of what your project intends to do and achieve. You will have opportunities to expand further in the application. 100 words

**\*3. What are the identified major disease research and treatment needs that will be addressed by this project?** 150 words

**4.** **Project Description**

Please be as accurate as possible when making your selections from the following options:

**\*4a. Which of the issue area(s) will you be working in**?

From the following list, select a maximum of 4 areas

* Health
* Health-Medical specialities
* Health-Medical specialities - Biomedicine
* Health-Medical specialities - Cardiology
* Health-Medical specialities - Dermatology
* Health-Medical specialities - Emergency
* Health-Medical specialities - Gastroenterology
* Health-Medical specialities - Genetics
* Health-Medical specialities - Geriatrics
* Health-Medical specialities - Hematology
* Health-Medical specialities - Immunology
* Health-Medical specialities - Neurology
* Health-Medical specialities - Obstetrics and gynaecology
* Health-Medical specialities - Oncology
* Health-Medical specialities - Ophthalmology
* Health-Medical specialities – Other medical specialty
* Health-Medical specialities - Paediatrics
* Health-Medical specialities - Pathology
* Health-Medical specialities - Pharmacology
* Health-Medical specialities - Psychiatry
* Health-Medical specialities - Stem cell therapy
* Other
* Science - Biology
* Science - Biology - Biochemistry
* Science - Biology - Botany, ecology
* Science - Biology - Genetics, human physiology, molecular biology
* Science - Biology - Zoology, palaeontology
* Science - Engineering
* Science - Mathematics
* Science - Technology (assistive, biotech, computer science, nanotechnology, robotics)

**Issue area**

If you selected 'other' in the list above, please include the issue area(s) you will be working in.

**\*4b. What is the primary type of project support you are seeking?**

* Capital and infrastructure

- Building and renovations

- Equipment purchase

- Land/building acquisition

* Organisational Capacity Building

- Professional development/mentorship

* Program development

- Program creation

- Program expansion

- Program Maintenance

* Research/evaluation

- Program evaluation

- Research

* Unknown/other

**\*4c. Indicate which population group(s) will be served by your proposed project.**

You may select up to 4 population groups.

* Chronically ill people
* Indigenous people/communities
* Not relevant/no specific target
* Other
* Parents/families
* People with intellectual/learning disabilities
* People with mental and behavioural disorders
* People with physical disabilities
* Substance abusers

**\*4d. Select the Gender group which will benefit most from your project**

* All males
* Majority males >60%
* All females
* Majority females >60%
* Equal male and female
* Gender irrelevant (e.g. animals, coral, native plants)

**\*4e. Which age groups will most benefit from your project**?

* Babies and early childhood (0-5)
* Children (6-12)
* Adolescents (13-18)
* Young adults (19-25)
* Adults (26-64)
* Seniors (65+)
* All age groups
* Not relevant

**\*4f. Please indicate where your project will take place.**

Select the most relevant Local Government Areas (LGAs). Postcodes can be converted to LGAs. If you need assistance please refer to this link [Local Government Areas](https://docs.google.com/spreadsheets/d/1tHCxouhyM4edDvF60VG7nzs5QxID3ADwr3DGJh71qFg/edit#gid=900781287) and search for your postcode(s).

If your project covers EVERY LGA in a state/territory, you may select that state/territory. Select “National” if the initiative is Australia-wide.

If necessary, please provide any additional/clarifying information about where your project will take place.

**\*4g. Select from the list below to indicate the geographic reach of your project**

Please click on this link: [Geographic Reach Classifications](http://www.doctorconnect.gov.au/locator) to search for your town/city or postcode and confirm the classification. (e.g. Geelong = Metropolitan, Hobart = Inner Regional).

**\*5. How does your project relate to the Medical Research funding objective?**

To support the provision of equipment and capital infrastructure to support outstanding medical research groups. 200 words

**\*6. Who will be involved in delivering the project?**

i.e. Who are the key personnel, research groups and/or partners? If you are working with or involving external partners please briefly outline how they will be involved and how they might benefit from it.

If you are you working with other organisations in the delivery of your project we recommend you provide letter(s) of support from key partners to demonstrate their commitment to the work. You can add letters of support via the application Attachment section. 200 words

**\*7a. Project start date.**

Please refer to our [funding round dates](http://www.ianpotter.org.au/) for the earliest date that your project may start. We do not fund retrospectively. Please contact the office on (03) 9650 3188 should you wish to discuss the timing of your project further.

**\*7b. Project end date.**

**8a. The Foundation expects that there will be risks associated with every project. If you have a pre-existing risk matrix or contingency plan please upload it here.**

**\*8b. If you don't have a risk matrix or contingency plan, refer to our examples linked to the online application form to assist you in formulating your risks**.

Please outline what risks may affect the successful completion of your project and how will you mitigate against them? 150 words

**\*9. The Ian Potter Foundation values knowledge sharing. What plans, if any, do you have to share the results of your work with others**?

Please elaborate on your dissemination methodology; for example, publication, seminars, forums, collaborative training. 250 words

**GOALS/ACTIONS/OUTCOMES**

A minimum of 2 project goals must be completed. If you are successful in securing a grant, you will be required to report against achievement of these goals. You should ONLY state short-term goals that you intend to achieve during the life of the project (for instance, machine purchase, installation and training; long term outcomes - such as NHMRC grants and publications are covered below). Goals should be short-term outputs; KPIs/timeline actions can also be known as an activities.

Please include SMART-specific, measureable, achievable, relevant and time-bound actions in your timeline. Make sure you consider things you will be measuring within your project (number of trained users, collaborating institutions). For more information on "SMART",see [SMART Goals](http://www.j6design.com.au/setting-smart-goals/).

**EXAMPLE**

**(i) Goal**

Train staff to use the XYZ machine.

**(ii) Timeline**

1. By June 2022, two key members will receive training from the supplier, and;
2. By September 2022, we will hold 3 training sessions for a total of 20 staff.

**(iii) Measurements**

i.e. Short-term measure of success (what can be measured by the end of the grant period, longer term outcomes and covered below).

**Project Goals 1 to 5**

**\*(i) What is your goal?** 50 words

**\*(ii) Please provide a timeline of the actions/KPI’s necessary to achieve this goal.** 100 words

e.g. When will you undertake planning; purchase equipment; train users; collect weekly usage data?

**\*(iii) What measurements will you put in place to determine if you have achieved your goal?** 100 words

**LONG-TERM OUTCOMES AND MEASUREMENTS**

**\*(i) From the following list, select a maximum of three long-term outcomes**

* Mortality rate attributed to cardiovascular disease, cancer, diabetes or chronic respiratory disease
* Reduced/eradicated prevalence rates of (a particular) disease
* Suicide mortality rate
* H-factor/number of scientific publications
* Research group receives ongoing funding (NHMRC/ARC/corporate)

**\*(ii) How will you evaluate these outcomes?**

e.g. What specific indicators will you use for each outcome? Who (Internal/External) will lead the evaluation/collect the data? 250 words

**PROJECT BUDGET**

**\*1. Total cost of the project**

Please do not include dollar signs and round up to the nearest dollar e.g. 285,800

**\*2. How much are you requesting from The Ian Potter Foundation?**

Please do not include dollar signs and round up to the nearest dollar e.g. 110,000

**\*3. How long (in months) will it take to complete your project?**

**4. If your request is for a grant to be paid over more than one financial year, please detail as in following example** - e.g. $250,000 over 2 years (Year 1 $125,000 Year 2 $125,000)

Leave this field blank if you are requesting one payment only.

**5. Budget Details**

You must submit a budget for your project. Please use our Budget Template which is linked in the application form and is available on the website.

**Your itemised budget should include the following headings where applicable.**

**Income**

* confirmed grants from government or other funding sources
* unconfirmed funding requests
* cash contributions from your organisation
* inkind contributions

**Expenditure items**

- a breakdown of salaries

- consultants fees

- capital costs

- administration costs

- equipment purchases

- communications and/or promotion etc.

- evaluation costs. Information on evaluation can be found [HERE](https://www.ianpotter.org.au/knowledge-centre/the-ian-potter-foundation-evaluation-pool/)

- travel costs

**PLEASE NOTE -** Where relevant you must itemise each section, refer to example:

**Income**

Grants from government or other funding sources: $93,000

* ABC Foundation $15,000
* 123 Trust $28,000
* Government $50,000

**\*UPLOAD YOUR PROJECT BUDGET**

**ATTACHMENTS**

**PLEASE** read this section carefully.

As applicable, the following letters must be provided separately to the online application. Please email them to applications@ianpotter.org.au with the *Institution Name* and *Medical research application* in the Subject line.

**CEO letter**

A letter from the requesting organisation's Chief Executive Officer or equivalent person (e.g. Director of Institute, University Vice-Chancellor or Deputy Vice-Chancellor Research) attesting to the value of each application to the organisation.

**Ranking letter**  
If you are submitting two applications in this program area advice must be provided as to the priority ranking of each application.  
The Ranking letter must be provided separately to the online application. Please email it to applications@ianpotter.org.au with the University / Institute / Faculty / Centre Name and Medical Research application in the Subject line.  
It must be received in our office by 5pm AEST on the Closing Date.

**UPLOAD the following requirements but please note:** File Names with symbols e.g. backslash, ampersand etc in the file name will not be accepted by the system.

**ADMINISTRATION / RESEARCH / GRANTS OFFICE**

**1. Declaration.**  
Print a copy of the application [Declaration](https://ianpotter.sfo2.cdn.digitaloceanspaces.com/public/BBGM-links/Declaration_Medical-Research_2017.doc) and arrange for it to be signed and dated by the Director of the research institute, CEO or other signatory as specified on the Declaration. Then scan it and upload it as an attachment.

**2. ACNC letter**  
If your organisation is a Government Entity include a letter from the Australian Charities and Not-for-profits Commission (ACNC). It must indicate that your organisation would be a charity 'but for its connection with government' and that it is a tax exempt entity. Please call our office on 03 9650 3188 if you require further information.

**3. Audited Financial Statement**   
Upload your organisation's most recent signed and audited statement but ONLY if you have not included the URL / link for it in question 6 in the section *About your Organisation*.

**4. Annual Report**  
Upload a pdf of your Annual Report if you have not included the URL / link for your Annual Report in question 8 in the section *About your Organisation*.

**PROJECT PRIMARY CONTACT**

Upload the following where applicable:

**1. Letter(s) of support**Include letters of support if you are working in partnership with another organisation or working with other organisations in the delivery of your project as they demonstrate that you have their support. Please ensure that support letters provide sufficient detail of exactly what support is being provided by each organisation i.e. funding (cash amount), staff/personnel, research, other items of ‘in kind’ support etc.

Letters of support should be specific to each supporting organisation and it is recommended that you do not use or provide them with a ‘cut and paste’ template.

There is provision for you to upload 3 letters of support. If you have more than 3 letters of support, you will need to create a merged PDF to upload several letters at once. It is helpful to us if the file name indicates which organisation/s have written the letter(s) of support.

**2. Letter(s) of confirmation**

If you have received confirmation of funding from other foundations / trusts, governments, outside sources the letter(s) of confirmation should be attached.

There is provision for you to upload 3 letters of confirmation. If you have more than 3 letters of confirmation, you will need to create a merged PDF to upload several letters at once. It is helpful to us if the file name indicates which organisation/s have written the letter(s) of confirmation.

**3. Head of Department letter of support**A letter of support from the Head of Department stating why the application is a priority for the institution and with confirmation of cash support would be highly regarded.

**4.** **Other**

e.g. strategic or implementation plans, evaluations, program logic etc.

**Note**: if further information is needed in the review of your project you may be contacted prior to the Board meeting at which the grant request is to be considered.